



COUNTY OF SAN DIEGO
DEPARTMENT OF PLANNING AND LAND USE: Zoning
BOUNDARY ADJUSTMENT; CERTIFICATE OF COMPLIANCE
STAFF CHECK LIST

Case No. _____ Date: _____ Checked by: _____

Owner(s): _____

APN(s): _____

A. THE FOLLOWING MUST BE SHOWN ON THE PLAT (Original Plat to be submitted at Intake):

- ☐ Name, address, phone number and signature of all owners.
- ☐ Name, address, phone number, registration number and signature of preparer. (Must be a registered civil engineer authorized to practice land surveying or licensed land surveyor.)
- ☐ Vicinity Map
- ☐ Abbreviated legal description.
- ☐ Scale and north arrow
- ☐ Property line dimensions.
- ☐ Net area of each lot
- ☐ All areas subject to inundation.
- ☐ Parcels labeled A, B, C, etc. and identified with APN(s). Identify owner of each parcel involved.
- ☐ Existing zoning including minimum lot size required.
- ☐ Identify all structures and show distance to property lines.
- ☐ Location, width and name of all existing and proposed street/road easements, and IODs, building limit lines, etc.
- ☐ Health Department Certification, if on septic and/or well.

If Boundary Adjustment: Existing boundary lines being changed shown as dashed lines and labeled. Proposed boundary lines shown as solid lines and labeled. All other boundaries shown as solid lines.

B. ADDITIONAL INFORMATION AND/OR REQUIRED FORMS:

- ☐ DPLU #346
- ☐ Grant Deed of current owner(s)
- ☐ Completed Sewer Letter
- ☐ Completed Water Letter (Note: Existing septic system requires *Health Dept. acknowledgment even if sewer service is proposed.*)
- ☐ DPLU #320 Evidence of Legal Parcel. (Verify with DPW that the Covenants of Improvements of PM have been released/recorded)
- ☐ DPLU #715 Project Description Form
- ☐ Documentation of recorded access to subject property (unless abutting a public street), if not recorded with the current owner's deed
- ☐ DPW and DPW environmental deposits are required only if road location per Final Map or Parcel Map is changing or public improvements are being proposed
- ☐ A Certificate of Compliance for a **Remainder Parcel or Minor Subdivision Violation (MSV)** requires additional fees/deposit. Review cover sheet of Remainder Parcel or Minor Subdivision Violation (MSV)
- ☐ Public notice materials, if required
- ☐ New legal description required for proposed parcels (must be typed on plain white paper, 8 1/2" x 11", with one inch (1") margins, entitled "Parcel A", "B", etc. with Exhibit "A" at top center of the page), **BUT NOT MANDATORY AT INTAKE**. Legal descriptions must bear the seal and signature of the Licensed Land Surveyor
- ☐ Merger of Parcels Form ZC #074 (CC) or ZC #075 (BA/BC)
- ☐ Information relating to any mortgages, deeds of trust or partial reconveyance on the subject parcels.
- ☐ Other utilities or utility easements that could be affected by the boundary adjustment



DPLU-337 (02/10)

FOR DPLU USE ONLY

- ☐ Use staff checklist (DPLU #337) to make sure application package is complete.
- ☐ Fill out the back of Discretionary Permit Application (DPLU #346).
- ☐ If the submittal is a Certificate of Compliance for a **Merger of Parcels, Not Approved for Development, Designated Remainder Parcel or a Minor Subdivision Violation** make a note in the Technician Comments section on the back of DPLU #346 for PPCC. DPLU #715 should help you determine what the certificate is for. If not, check the Health Department Certification box on the plat (DPLU #239) – it should state if it is for a merger or Not Approved for Development.
- ☐ Get case number from Case Number book.
- ☐ Input application into KIVA.
- ☐ Enter case number on Assessor Page(s) and clipboard. If project is on more than one page or in more than one book, reference parcel number(s) in parentheses on each page.
- ☐ Make copies of Assessor page(s), write case number in lower right hand corner, use highlighter to outline parcels.
- ☐ Make a copy of the legal lot evidence (Parcel Map, Final Map, Previous BA, BC, CC, Division of Land Plat, Good Record of Survey (Has green stripe across top of card). Use highlighter to outline parcels.
- ☐ Use MAINFRAME (Assessor Screen) to make copies of owner information for all parcels.
- ☐ Complete the title block on the plat (Date Filed, Received By, Plat No.).
- ☐ Enter the Case Number, Owner(s) name, Date Filed and Assessor Parcel Numbers in the **red BA/CC ledger**. Use notes section to identify projects that are **Merger of Parcels, Not Approved for Development, Designated Remainder Parcel, Minor Subdivision Violation** and the case number(s) of linked cases.
- ☐ Fill out Evidence of Legal Parcel (DPLU #320) and attach copies of history. If no legals, need deed dated prior to February 1, 1972, and attach it to Form #320. (Not necessary to read deed, project manager will read deed.)
- ☐ Refer to the County Surveyor or his designee for concurrence on all legal description(s).

NOTE FOR THE APPLICANT:

- ☐ **BEFORE THE BOUNDARY ADJUSTMENT AND/OR CERTIFICATE OF COMPLIANCE CAN BE RECORDED, THE APPLICANT HAS TO PROVIDE EVIDENCE THAT A DEED OF THE PROPOSED PLAT HAS BEEN RECORDED.**